



Replace logo with your own

1.0 Purpose

1.1 This procedure describes the process for controlling records generated in the environmental system at *YOUR COMPANY*. Documents are all numbered to comply with document control requirements

2.0 Scope

- 2.1 EMS records are kept in environmental folders, and are maintained by name of the environmental activities.
- 2.2 Records are produced and maintained to document that the activities required by the EMS are performed in accordance with the documented procedures, and contain objective evidence indicating that the results achieved meet the specified requirements.
- 2.3 Records contain results that are understood to mean outcomes of internal audits, corrective actions, operation control, programs to achieve objectives, and monitoring.
- 2.4 *Records are kept in a clean, dry storage area for a minimum of 5 years or as required by customers or other regulations. Records that are kept on electronic media are stored in suitable containers with backup files in a separate location.*

3.0 Responsibilities

Blue text provides guidance for customization

- 3.1 The *ISO management representative* provides the overall leadership and has the prime responsibility for the control of environmental records.
- 3.2 Responsibilities for control of environmental records are listed in the Control of Environmental Records Table, F-454-001.

4.0 Definitions

4.1 Environmental Records: information generated from the processes described in environmental system documents, and retained as indicated in this procedure.

5.0 Equipment/Software

5.1 Not Applicable. Requirements of the standard are all addressed

6.0 Instructions

- 6.1 Each procedure and work instruction lists the records generated in relation to the documented process and shown in the master document lists, F-445-001.
- 6.2 Environmental records are maintained as listed in the Environmental Records Table. The table, F-454-001 contains the following information:
 - 6.2.1 Document number: the document of the environmental system to which the record is related.
 - 6.2.2 Record Identification: a description of the record
 - 6.2.3 Responsible: the position responsible for collecting and maintaining the record.
 - 6.2.4 Index: manner in which the record is filed.
 - 6.2.5 Filed: work area where the record is stored. When necessary, records are moved to the record archives.
 - 6.2.6 Retention Period: minimal period for which the record is kept.



6.2.7 Disposition: what is done with the record after the retention period expires.

6.3 Facilities **You can search and replace "your company" with your own company name**

6.3.1 Access to *Your Company* records is limited to employees and authorized visitors.

6.3.2 Records are readily retrievable by referring to the records table for location and indexing.

6.3.3 All employees have access to the environmental records that they need for carrying out responsibilities.

6.3.4 Records are stored in such a way to prevent damage, deterioration or loss. Records may be stored in files, drawers, in boxes or other designated storage.

6.4 Where agreed to contractually, *Your Company* provides environmental records for evaluation by external representatives.

6.5 After records are no longer needed and the retention period has been reached, the records are archived or disposed of.

7.0 Documentation

7.1 Clause 4.5.4 of ISO 14001 std

7.2 F-445-001 Master document lists,

7.3 F-454-001 Environmental Records Table.

Related forms, records and documents are referenced to comply with document control requirements

8.0 Attachments

8.1 None

9.0 Related Documents

9.1 Environmental System Procedures and Work Instructions as listed in master list, F-445-001.

10.0 References

10.1 None

11.0 Revisions

Revision	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	